



Transaction Privilege Tax Changes and News

This publication is an informational notice included with the April 2005 Transaction Privilege Tax Return.

TOWN OF SAHUARITA

Effective July 1, 2005: On January 24, 2005 the Mayor and Town Council of the Town of Sahuarita passed ordinance number 2005-01. Ordinance 2005-01 increases the Sahuarita Town Privilege Tax on Construction Contracting Section 415, 416 and 417 from **3% to 4%**. The tax on Construction Contracting shall be reported using **SA002**.

On February 14, 2005 the Mayor and Town Council of the Town of Sahuarita passed ordinance number 2005-02. Ordinance 2005-02 deletes Local Option N and follows the standard provisions of the Model City Tax Code which provides for no exclusion for the cost or fair market value of land.

The increase imposed by ordinance 2005-01 shall not apply to construction contracts entered into prior to the effective date of the ordinance. Pre-existing construction contracts should be reported using **SA008** at a rate of **3%**.

FILING REMINDERS

Avoid Delays & Errors

- To avoid delays or errors in processing of your TPT-1, please do **NOT** use brackets [], parenthesis () or negative sign (-) when entering an amount in the spaces provided when completing Part III, Lines 1 through 14, of the TPT-1 form.

Changes that affect your TPT license

- **Changes in ownership** require a new license because licenses are not transferable. Use the *Arizona Joint Tax Application* to apply for a new license if your business changes from a sole proprietorship to a partnership or corporation, or undergoes a similar change in organization. Also, if the business is a partnership and partners are added or removed, a new license is required.

- **Changes in business location** do not require a new transaction privilege license number unless the business is moving to a different county. When locations are added or there are changes in the business name (or DBA) the license number does not change; however, a new license is printed. License fees are required when these changes are made and the business receives a new print of the license.
- **Other business changes** that should be reported to the department include changes in the mailing address or location of audit records, requests to suspend licenses when the business plans to temporarily cease operations, and requests to change filing frequency. These changes do not require a license fee.

Department of Revenue Telephone Numbers & Web addresses

<u>Transaction Privilege Use, Withholding Tax, Licensing</u>	(602) 255-2060
Toll-free from area codes 520 and 928	(800) 843-7196
<u>Hearing Impaired TDD User</u>	(602) 542-4021
Toll-free from area codes 520 and 928	(800) 397-0256
To order forms by phone	(602) 542-4260
Forms by fax	(602) 542-3756
Forms and instructions are also available on our website at	www.azdor.gov
Businesses can now register, file and pay online at	www.AZTaxes.gov

BUSINESS LICENSING FAQs

How often do I have to renew my license?

Transaction privilege tax licenses are effective indefinitely. It is not necessary to "renew" a transaction privilege tax license. (Note: A change of name or location would require a new license with applicable fees.)

How do I change my business location or mailing address?

Complete the Transaction Privilege and Use Tax/ Withholding License Update form and mail it to: Arizona Department of Revenue at 1600 West Monroe, Phoenix AZ 85007, Attention: License and Registration.

Am I required to obtain a new license if the name of my business has changed?

You must notify the Arizona Department of Revenue in writing and pay any applicable fees. (License Update form)

Note: a change in name frequently indicates a change in ownership, thus requiring a new license.

Ownership of the business has changed; can we keep the same license number?

The transaction privilege tax license is not transferable. Anytime the ownership status changes, a new license number is required. Other situations where a new license may be required are: a sole proprietor becomes a corporation or partnership, business location changes, business locations added, business name changes.

Note: A new license is not necessary if the mailing address changes or if there are changes to the corporate officers.

Am I required to have a license for each location?

Each separate physical location must have a license for display. If the ownership is the same, the locations can be consolidated under one license number to allow the taxpayer to file a single return. If the taxpayer does not wish to consolidate, they can fill out separate applications and have different license numbers issued for each location and must file accordingly.

My business never opened. Do I need to cancel the license?

If you do not intend to open the business then you must cancel the license and follow step one below. If you still intend to open the business but at a later date, follow step two.

1. Return the license to the Arizona Department of Revenue with the word "CANCEL" written across the front of it.
2. Submit a written request to deactivate or suspend the license. Include the license number and the name of the business.

Mail the license or deactivation request to:

License and Registration
Arizona Department of Revenue
1600 W. Monroe
Phoenix AZ 85007

If you have additional questions regarding Business Licensing, please visit our website at <http://www.azdor.gov>; refer to Transaction (Sales) & Use Tax, FAQs.